

# **DETROIT FEDERAL EXECUTIVE BOARD**

## **FY 2007 ANNUAL REPORT**



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## **DETROIT FEDERAL EXECUTIVE BOARD FY 2007 EXECUTIVE SUMMARY**

The Detroit Federal Executive Board (FEB) conducted two Full Board meetings in FY 2007 which included subcommittee reports and outside speakers. Topics included the Department of Labor's Veterans Hiring Initiative (DVHI), challenges facing the USDA as they protect the food chain, the presence of CDC at Detroit Metropolitan Airport and their mission, and the "new FEMA" and FEMA's expectations. The local TSA Federal Security Director gave members a preview of the new terminal at Detroit Metropolitan Airport, and a local NARFE Chapter President presented "Hot Issues before Congress that affect Federal employees".

The FEB donated another year's proceeds from Diversity Council functions to help students with the cost of education. \$900 was donated for book awards to students within the International Student and Scholars office or Disabilities Support Services office at Oakland University.

We hosted our 30th annual Employee Recognition Luncheon in honor of Public Service Recognition Week. Agency Heads recognized those employees who truly make a difference for their agencies. 300 people attended and we honored 128 employees from 22 agencies. We presented our third annual Distinguished Federal Service Diversity Award to winners in the individual and team categories.

The FEB worked diligently to create and update a COOP Directory in FY 2007. We updated and tested our email distribution list and used it as a notification tool in the case of inclement weather, and to share information. The FEB sponsored a Pandemic Influenza tabletop exercise attended by 40 COOP specialists, and we made many new contacts among the local, county and state responders. The Executive Director attended two of FEMA Region V's Regional Interagency Steering Committee (RISC) meetings to gather information and make new contacts.

Continuing resolutions passed by Congress through mid-February of 2007 left many Federal agencies in Michigan unable to commit to FEB-sponsored training in FY 2007. Since half of FY 2007 passed before the budget was settled, we were not able to get commitments for training like the year before. (In FY 2006, we contracted with SkillPath Seminars to do on-site training for six (6) classes that were attended by 266 employees.) We had to be creative in bringing training to the Federal community in FY 2007 without cost. The Board voted to partner with the credit union located in one of the Federal buildings and advertise the Lunch-n-Learn sessions that they offer. The FEB's Diversity Council presented "Look to Your Future: Get Ahead of the Competition" to meet the need of lower-graded employees who are uncertain about, or intimidated by the application for promotion process. We did sponsor Pre-Retirement training that was attended by 84 employees at a significant savings to the government.

The Southeastern Michigan Area Combined Federal Campaign (CFC) remains in the top ranking for large campaigns nationwide. The LFCC is stable and works closely with the PCFO to administer the campaign according to regulation and keep administrative costs down. Outreach to the charitable organizations and Federal volunteers grew in FY 2007. Two Agency Heads served as Co-Chairs for the 2006/2007 campaign and we collected \$3,409,059.

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### Major Lines of Business:

#### Human Capital Readiness

The FEB invited Mr. Bernie Marable, CEO of Premier Consultants International, Inc. to speak at our full board meeting to discuss the Department of Labor's Veterans Hiring Initiative (DVHI).

The FEB hosted a Pre-Retirement Planning seminar for the Federal community. 84 Federal employees and 8 spouses attended the CSRS, FERS, LEO and Financial Planning classes. **Savings to the government approximately: \$38,304 (not including travel cost savings).**

The FEB's Diversity Council created the presentation "Look to Your Future: Get Ahead of the Competition" to meet the need of lower-graded employees who are uncertain about, or intimidated by the application for promotion process. One Lunch-n-Learn session was offered and attended by 45 employees at no charge.

Handouts included excerpts from the OPM website such as Strategic Management of Human Capital, Optimizing Organizational Performance; Workforce and Succession Planning, Work/Life, Qualification Standards for General Schedule Positions, and the USAJOBS Federal Employment Information Factsheet. Participants were walked through Promotion Announcements, SF 172, Guidelines for Writing Knowledge, Skills and Abilities (KSAs), and Individual Development Plans (IDP). Diversity Council members offered to conduct "mock" interviews with attendees upon request.

The Diversity Council is working on a follow-up presentation that will include interviewing skills.

Executive Director participated as a panel member at a meeting of the American Society for Public Administration, hosted by a local university. The topic was "Retirement Tsunami" and the Federal, State and Local governments were asked to speak to the audience about job categories and opportunities within their respective governments.

Since successfully helping to place a Presidential Management Fellow (PMF) at one of our member agencies in the past, another PMF requested our assistance. She was hired by one of our members.

The Board voted not to obligate the FEB to contract with outside vendors for training classes during FY 07 due to the fact that Congress did not finalize the budgets for all Federal agencies until February, 2007.

The Board did vote to partner with the credit union located in one of the Federal buildings and advertise the Lunch-n-Learn sessions that they offer. Topics offered at no charge to Federal employees included:

- Federal Employee Benefits
- Identity Theft
- Elder Care
- Understanding Credit Reports
- Credit Scores and How it Affects You
- On-Line Banking Demonstration

## **Homeland Security and Emergency Preparedness**

Mr. Stephen Parker, Supervisory Investigator, USDA, Food Safety and Inspection Service, spoke at our Full Board meeting in FY 2007. He discussed the challenges facing the USDA as they protect the food chain. Mr. Gabriel Palumbo, Officer in Charge, CDC Quarantine Station, also spoke at this meeting about the creation of his office at Detroit Metropolitan Airport and the CDC's mission.

Mr. James Duncan, FEMA Region V, spoke at a Full Board meeting in FY 2007 about "The New FEMA", and FEMA's Expectations. When the topic of Violence in the Workplace came up later in the meeting, Mr. Duncan shared information about FEMA's policy on the subject.

On the Readiness front, the FEB worked in conjunction with FEMA to create and distribute a COOP Directory with 40 participating agencies in October, 2006. The Directory was updated in June, 2007 and distributed to the 41 participating agencies. We updated and tested our emergency email distribution list twice in FY 2007, and also updated our confidential Emergency Contact Information for all members willing to share this information. FEB Chair and ED joined LEO online and the invitation to join the USP3 notification network was extended to all members.

We forwarded information to all members about the opportunity to obtain Personal Preparedness Pocket Cards from GSA at no charge. The FEB provided a venue for GSA to clarify fire alarm protocol in Federal buildings and determine additional training needs for OEP training.

FEB Executive Director attended two Regional Interagency Steering Committee

(RISC) meetings in Chicago at FEMA Region V headquarters. These meetings provided an opportunity to meet partners from other areas, and collect information about emergency preparedness and response offered by a multitude of sources.

The FEB forwarded FEMA's National Response Framework to our members. We also shared the GAO report: The Federal Workforce: Additional Steps Needed to Take Advantage of Federal Executive Boards' Ability to Contribute to Emergency Operations.

In the Spring, we forwarded a message to all members announcing the availability of OPM's brochure: Preparing for Pandemic Influenza. The FEB sponsored a Pandemic Influenza tabletop exercise with 40 representatives of member agencies participating. We shared GAO's report on Influenza Pandemic: Further Efforts Needed to Ensure Clearer Federal Leadership Roles and an Effective National Strategy. FEB Executive Director attended a Detroit Area Pandemic Influenza briefing with representatives from the Wayne County Department of Health, Detroit's Department of Health and Wellness Program, Wayne and Macomb counties' MMRS representatives, and the City of Detroit's Homeland Security office.

## **Employee Safety and Security**

The Health and Safety Council addresses many important issues at their meetings. Some of the topics presented in FY 2007 to educate the Federal community were:

- Radon gas and the importance of carbon monoxide detectors.
- Tornado/Flash Flood preparedness.
- OSHA updates
- Suspicious powder, and asbestos in the workplace.

- Machine guarding, workroom floor and office safety.
- Hazards of bee stings
- Office/computer safety and ergonomics

The Department of Labor, OSHA, presented the council with a Meritorious Accomplishment award for their work in 2005 at the June, 2007 meeting.

## **Foundational Function: Intergovernmental and Community Activities:**

### **Combined Federal Campaign (CFC)**

Planning for the Combined Federal Campaign (CFC) is year round. Each campaign is technically an 18-month cycle, so each year as the Local Federal Coordinating Committee (LFCC) starts to plan a new campaign, we are following up with the close out details of the last campaign.

The LFCC and PCFO hosted a CFC Application Workshop, designed to help charitable organizations understand the eligibility process for the CFC prior to submitting their application. 39 charities attended the workshop.

Some LFCC members attended the 2007 CFC Workshop in Seattle, WA. FEB Executive Director co-presented the CFC 101 class and facilitated the “How to Recruit LFCC Members” sessions.

The FEB Executive Director guided the LFCC through the application review process. A Federation review was conducted in compliance with OPM regulations.

The FEB Executive Director requested Loaned Ambassadors (LAs) from agencies that represent crucial components of the CFC. Training was offered to the Loaned Ambassadors and agency CFC coordinators

on two different dates at two locations for their convenience.

A total of 18 Agency Fairs were planned and executed by the LFCC and PCFO in Federal workplaces. This is an excellent opportunity for Federal employees to talk with charitable organizations to better understand their missions.

Members of the LFCC visited the PCFO office to witness the pledge card processing. This is one component of the LFCC Report on PCFO Compliance. FEB Executive Director completed this report and sent it to the OPM Office of CFC Operations as required by CFC Audit Guidelines.

LFCC Officers and FEB Executive Director met extensively with the PCFO leadership to ensure a smooth campaign.

We worked closely with our CFC Co-Chairs to create a moving local CFC video and motivating campaign materials. The participation rate is around 38%, and has been decreasing, so we strive to create a campaign that is appealing. Everyone worked hard and in the end we planned a Victory celebration for 300 campaign workers. 2006/2007 CFC contributions totaled **\$3,409,059**, with administrative costs of approximately 8.7%.

## **Local Initiatives**

The FEB Diversity Council sponsored a Diversity luncheon with a keynote speaker who is the founder and President of the Diverse Voices Initiative at a local university. The Council also sponsored a Holiday Ethnic Market Day with 17 vendors representing various cultures. The proceeds from both activities were donated to be used to pay for book awards to students within the International Student and Scholars office or Disabilities Support Services office at Oakland University.

The FEB coordinated three blood drives in the Federal building where we are housed, collecting 100 pints of blood, and registering 18 bone marrow candidates. Community-wide, other Federal employee locations were encouraged to increase their participation in blood drives throughout FY 2007.

The FEB hosted a luncheon for 300 attendees, recognizing 128 Federal employees for Public Service Recognition Week. Distinguished Federal Service Diversity Awards (individual and team) were awarded to the winner in each category at this luncheon. Agency heads presented certificates and professional photographs were taken, and delivered to member agencies after the event.

The FEB, HUD, US Army and IRS collaborated to produce a flyer advertising free tax assistance programs available in Southeastern Michigan. HUD distributed the flyer to their properties in Michigan and United Way used the information as a referral through their 211 system.

Financial Literacy: FEB forwarded information to members about the Federal Reserve Bank's "Money Smart Week" that included seminars on home buying, credit management, retirement and estate planning.

The FEB sponsored a Breast Cancer exhibit in the Federal building in recognition of Breast Cancer Awareness month.

The FEB sponsored a Mother's Day orchid sale to benefit the educational fund of the American Business Women's Association at the request of Federal employee members.

The FEB was called to action by several community drives: we collected blankets for the American Red Cross Blanket Drive, and boxes of toiletries to be sent to US soldiers in Iraq by a member agency. We advertised for the annual Homeless Veterans Stand Down requesting volunteers.

## **Provide Information, Referrals, and Guidance for Intergovernmental & Community Outreach:**

In FY 2007 we worked hard to increase awareness of the FEB and the value we can add to the Federal community. Thanks to GSA we were able to obtain a faster internet service and new computer workstations. The Department of Army, our sponsor, provided much needed office supplies and equipment that enhances our professional appeal and ability to sponsor events.

In FY 2007 we shared information with our member agencies continuously. The following are some examples of the information we processed.

- Presidential Proclamations
- OPM Director Springer's memos
- FedRooms updates and invitations to webinar presentations.
- Training offered by FEMA (internet based and conferences)
- OPM's Management Development Centers and Federal Executive Institute Leadership programs
- SE Michigan Employment Training

- Information on supporting caregivers issued by the Department of Health and Human Services.
- Conferences that are targeted to Federal employees such as FEW, BIG, EXCEL
- Information regarding Presidential Rank Awards, White House and other Internship Programs.
- The USPS “Stamp Out Hunger” food drive
- Guidance on ways to celebrate special emphasis days/months and other diversity issues.
- Announced excess equipment and furniture opportunities at our Board meetings. Provided contact information for GSA’s excess property program and forwarded information from them.

The FEB hosted an Employee Health Benefits Fair in the Patrick V. McNamara Federal building. We invited local representatives from health benefit providers to meet with Federal employees and provide information about their health benefit plans. We also provided printed materials on Vision and Dental plans, Federal Long Term Care Insurance, and Flexible Savings Accounts (FSA). Approximately 400 employees attended. The FEB also sponsored service days for FEHB members.

The FEB hosted the local United Way to present their “Road to Community Change” asking for participation from the Federal community.

The Executive Director assisted the public throughout the year with veteran’s claims, adoption applications, passports and birth certificates for foreign born nationals.

The FEB was asked to intervene to improve the mail delivery in the Federal building and request additional wheelchair-accessible restrooms.

### **Improved Financial Performance**

Treasurer’s Reports are completed each month by the FEB Executive Director and reviewed by the FEB Treasurer. Treasurer’s reports are given to the Board quarterly.

The FEB has been able to maintain a reasonable balance of funds that enables us to pay deposits and fees necessary to sponsor events. Acceptance of credit cards has improved the process for our customers and made the collection of funds easier.